



City of Tempe

TEMPE PRESCHOOL RESOURCE EXPANSION DATA ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	560	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Human Services	<i>Salary / Hourly Minimum:</i>	\$60,945
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$82,275
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Research & Data Analyst II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Education, Families & Youth Development Manager, Tempe PRE Supervisor as well as from other supervisory and management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Minimum of three years experience accessing and manipulating data, contract compliance, and budget management. Experience conducting, interpreting, and reporting research statistics inclusive of descriptive statistics, chi-square, standard deviation, and regression analysis.
<i>Education:</i>	Requires a Bachelor's degree from an accredited college or university with major coursework in computer science, statistics, accounting or degree related to the core function of this position. A Master's degree is desirable.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional duties involved in monitoring compliance with Intergovernmental Agreements between school districts, partners and the City. Work involves budget management, data collection, analysis and reporting, and assistance with program research and evaluation.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Optimize data usability by working across systems to ensure data integrity. Develop, maintain and ensure quality control of databases and assist in development and implementation of measurement systems. Create database queries.
- Monitor monthly site reports to determine eligibility for reimbursement.
- Work with city accounting staff, Tempe PRE Supervisor, and Education, Families & Youth Development Manager in managing the reimbursement process per classroom/location and administer payments to participating school districts, partners and vendors using the City's financial system to ensure timely and accurate payments.
- Monitor purchases for compliance with laws and City policies.
- Work closely with the research team on data collection to determine program outcomes; utilize data to support decision making specific to program outcomes.
- Advise management on budget problems, policies, and procedures, and assist them in the maintenance of proper budgetary controls.
- Collect, manage, analyze, and interpret data using quantitative and qualitative statistical methods.
- Effectively apply research methodology to produce statistical reports that summarize research findings.
- Utilize computer databases, electronic spreadsheets, desktop publishing, online mapping software, word processing, statistical applications, and specialized software applications to manipulate, analyze, and present information.
- Communicate clearly and concisely in both oral and written form, and effectively disseminate information.
- Present and articulate analysis, complex and detailed statistical reports, charts, graphs, and maps as requested for decision-making purposes; present analyses in various internal and external forums.
- Develop and implement programs and procedures to ensure contract compliance.
- Operate city vehicle to and from various PRE sites and school district offices.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles (to and from PRE sites and school district offices);

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers in performing job duties, calculators, and other office machines;
- Extensive reading and close vision work.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective July 2017